

Online interactive Risk Assessment

OiRA

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OiRA website

<http://osha.europa.eu>

- **All the information about the OiRA project is available at:**
 - www.oira.osha.europa.eu

1.

Presentation of the OiRA tool

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Demo – Garage holders

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- **Presentation of the end-user OiRA tool:**
 - Demo - garage holders
 - Flash presentation

**The Demo and the Flash presentation are available at:
www.oira.osha.europa.eu**

2.

Presentation of the OiRA project

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OiRA Project - Goal

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- **To contribute to the “development of simple tools to facilitate Risk Assessment (RA)” (Community Strategy 2007-2012);**
- **To develop and promote with Focal Points/social partners a practical RA tool in order to help micro and small companies to put in place the RA process;**
- **To contribute to demystify the RA process;**
- **To provide a tool which illustrates, through a stepwise approach, the RA process (“pedagogic” dimension).**

OiRA Project - Target Audience

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➤ **Front line customers**

- **27 EU Member States + Norway, Iceland and Liechtenstein**
- **Public OSH institutions**
- **Social partners at EU/Member state level**

➤ **Final End-Users**

- **19.39 million of micro and small enterprises in EU 27**

OiRA Project: Testing phase

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- **From 01/06/2010 until 01/07/2011: testing phase**
- **The OiRA tool will be officially launched in 2011 (probably in September)**
- **By then, the OiRA community website, the OiRA help desk, the OiRA training scheme, ... will be ready**

Pilot projects

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- **France – INRS – Road transport**
- **France – CMB / ANACT – Live Performance**
- **Cyprus – National authorities + social partners – Hairdressing**
- **Belgium – social partners – generic tool**

- **EU social partners**
 - **Construction**
 - **Live performance**
 - **Private security**

Goals of the pilot project

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- **Test the OiRA tools generator (software)**
- **Test the OiRA sectoral tools developed by the project partners**
- **Test the participation package materials**
- **Assess the needs of the tools' developers in terms of training, help-desk, etc.**
- **Test the diffusion model**
- **Collect and assess proposals, comments, etc. made by the organisations involved in the pilots**
- **Evaluate the pilot project**

Partner's commitment

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- **Develop a sectoral tool by using the OiRA tools generator**
- **Involve Social Partners and end-users (micro and small employers and employees) to ensure that the tool responds to end-users' real needs.**
- **Promote and disseminate the sectoral tool**
- **Collaborate with EU-OSHA and give feedbacks about the tools generator, the participation package materials and the diffusion model**
- **Be involved in the evaluation of the project**

3.

How to make an OiRA tool?

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How to make a sector specific OiRA?

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1. Conceive the OiRA tool: think about the architecture of the tool (profile questions, modules, sub-modules, ...).
2. Use the template provided by EU-OSHA
3. From the template to the OiRA-tools generator (or Content management system)
4. Adaptations / maintenance of the OiRA tool(s) via the OiRA tools generator

Welcome package

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1. Template
2. Guide to create an Online interactive Risk Assessment (OiRA) tool
3. Manuals about how to use the OiRA tools generator (or Content management system)(ready by the end of July)
4. "Implementation Project Management Plan: from the Online interactive Risk Assessment tools generator to the sectoral OiRA tools"

... available at: www.oira.osha.europa.eu

4.

Goals of your OiRA tool

Discussion

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Goals - 1

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You decided to develop an OiRA tool

- What goals do you have/can you set?
- Can you set goals at different levels?
Like: company (micro), sector (meso), country (macro)?
- Do the partners have the same/different goals?
- Are these goals realistic/compatibles/workables?
- How these goals will be taken into account in the development of the OiRA tool?

Goals you could set (not exhaustive) - 2

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➤ **Micro level: company**

- Availability of a sector specific OiRA tool which is always up to date and easy to use
- Improving working conditions in the companies by using the tool to assess their occupational risks

➤ **Meso level: sector**

- Develop a sector specific OiRA-tool which tackles the main risks of the sector and offers solutions for those risks
- Re(development) of OSH-support for enterprises in the sector

➤ **Macro level: country**

- Encourage sectors to make sector specific OiRA-tools

Goals - 3

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- **What goals do you aim for?**
- **Having these goals:**

What are the consequences for the project plan?

5.

Project plan

Tips and development stage

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Project plan, tips - 1

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Tips for the project plan:

1. Involvement of both social partners (endorsement)
2. Discuss and agree on:
 - the extend of the project
 - financing activities
 - ownership
3. Project team

Project plan, tips- 2

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4. Project leader
5. OiRA assessor
6. OiRA developer
7. Programme of requirements for the development of your sector-specific OiRA tool
8. Project plan

Project plan - stages

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1. Development

2. Endorsement

3. Implementation

Some ideas: **Digital RI&E tools: trade**

associations get to work! (Dutch guide translated into English, see STEP 3. Implementation of the OiRA tool in your sector Three strategies!) available at:

www.oira.osha.europa.eu

4. Maintenance and updating

6.

**Developing a sector specific
OiRA tool**

**Building the content
Presentation and discussion**

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Points of discussion

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- **Completeness**
exhaustive: all dangers?
or
usable: only the important dangers?
- **Focus**
the way the OSH-experts builds an RA?
or
the way the work is done in small companies?

Selection of content at the start (profile questions)

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- **“Optional profile questions”**
gives the end-user the option to skip a module not applying to its company
- **“Repeatable profile question”**
gives the end-user the possibility to identify and evaluate the same risks for different locations (location “A”, location “B”, ...)

Selection of content at the start

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➤ **Employees survey/questionnaire**

In some circumstances, it can be decided to carry out an employees survey:

- to use their feedback as an input
- to make them more aware of the risks
- ...

The questionnaire can be linked to the tool

Selection of content during use

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- **Modules (and sub modules) can be optional (the option can be given to the end-user to skip a module)**

Are there (sub) modules that can be skipped depending on the situation in the companies?

Yes: start the (sub) module describing if a particular situation is relevant to the enterprises.

For instance: office work is carried out

If the answer is "no", the module will not be displayed.

Modules and sub modules

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- **Related to recognizable work processes/risks**
office work, storage room/warehouse, physical work, open en close shop ...

- **Types of risk/statements (grouped in modules)**
 - "Risk" statements: actual dangers/hazards at workplace level
 - "Desk" or "policy" statements: basic agreements, procedures in place, management decisions regarding OSH issues

The statements 1

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➤ Questions? – statements!

- Identification: situation 'in order' or 'not in order' a clear 'yes' or 'no' can be answered (no negative statements). Ex: Good lighting is present
- Evaluation: the same situation (using the inverse statement): now to be evaluated
- Action plan: the same situation (using the inverse statement): reaching the goal

The statements 2

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- **Statements**
must be clear, but can be explained by text, pictures, diagrams, links
- **Statements: language no barrier**
(spoken) language: easy to understand, shorts sentences
- **Solutions**
'solutions' can be proposed (they will be displayed in the "action plan" step)

7.

Next steps

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Next steps - 1

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➤ **What could the next steps be?**

- **Setting up the project plan**
- **Decide on who will be responsible for the steps to be taken?**
- **What will be done, by when, by whom?**

Next steps - 2

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- **The Agency will support the developers/pilot project partners in the task of developing their OiRA tool by:**
 - **Setting up a kind of help-desk (to deal with questions related to the architecture of the tool, the OiRA tool generator, on how to “build” the content, ...**
 - **Providing training on the use of the OiRA tool generator**
 - **Contact:**
 - Manuela Pegoraro (pegoraro@osha.europa.eu)
 - Lorenzo Munar (munar@osha.europa.eu)

Next steps - 3

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1st Workshop

- o The project is explained
- o All the key partners are present
- o The project team is set up
- o The calendar of the project is discussed

2nd Workshop

- o Progress
- o End-users will test the tool
- o Preparation of the implementation strategy
- o Training on the OiRA tool generator (or content management system)

Next steps - 4

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3rd Workshop

- o Lessons learned
- o Potential future developments required
- o Implementation

Calendar

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